



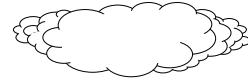
APPENDIX B

Appendix B includes copies of three types of forms used for compliance with the National Emission Standards for Hazardous Air Pollutants (NESHAP). Every owner or operator of a perc dry cleaning facility is required to fill out **THE INITIAL NOTIFICATION REPORT** and submit it to the appropriate EPA Regional contact given in **Appendix A**.

The owner or operator of each perc dry cleaning facility is required to fill out **THE COMPLIANCE REPORT FOR POLLUTION PREVENTION**. Where compliance with an emission control device is required, the owner or operator must complete **THE COMPLIANCE REPORT FOR CONTROL REQUIREMENTS**. These completed forms must be submitted to the appropriate EPA Regional contact.

If you have any questions concerning these reports, call your EPA Regional contact listed in **Appendix A**.

FACILITY ID NO. _____ (FROM ADDRESS LABEL)



INITIAL NOTIFICATION REPORT

1. Print or type the following for each separately located dry cleaning plant (facility). The owner of more than one plant must fill out a separate form for each plant.

Owner/Operator: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Plant Address:

Street Address: _____

City: _____ County: _____

State: _____ Zip: _____

Phone Number: _____

2. Check the box below if:

☐ your dry cleaner is a pick-up store.

☐ your dry cleaning plant has only coin-operated dry cleaning machines that are operated by the customers.

☐ your dry cleaning plant has only petroleum dry cleaning machines.

If you checked either box above, you can STOP HERE and return the form to the address given in the accompanying letter.

3. Write in the total volume of perchloroethylene (perc) purchased for ALL of the machines at the dry cleaning plant over the past 12 months:

_____ gallons

NOTE: If perchloroethylene purchase records have not been kept at the plant, the volume may be estimated for this initial report.

Method of determining gallons (circle one):

actual estimated

4. Next to each machine type listed below, write the number of machines of that type located at your plant:

_____ Dry-to-Dry _____ Transfer

FACILITY ID NO. _____ (FROM ADDRESS LABEL)



5. Provide the following information for EACH MACHINE at your plant. If you have more than four machines at your plant, make additional copies of this page.

	Machine 1	Machine 2	Machine 3	Machine 4
Machine Type (Circle One)	Dry-to-Dry or Transfer	Dry-to-Dry or Transfer	Dry-to-Dry or Transfer	Dry-to-Dry or Transfer
Date Machine Was Installed				
Control Device (Use WORKSHEET on Pages 5 & 6 to Determine Required Control)				
Date Control Device Was Installed or Is Planned to Be Installed				

6. The following pollution prevention practices must be performed at your plant starting on 12/20/93. These practices are listed on an attached sheet that can be posted next to your machine:
- Conduct a weekly leak detection and repair program to inspect all dry cleaning equipment for leaks that are obvious from sight, smell, or touch. NOTE: This program is required every other week if you wrote NO CONTROL REQUIRED in the shaded box in Question 5.
 - Repair leaks within 24 hours after they are found, or order repair parts within two working days after detecting a leak that needs repair parts. Install the repair parts by five working days after they are received.
 - Keep a log of the weekly (or biweekly) results of the leak detection and repair program.
 - Follow good housekeeping practices, which include keeping all perc and wastes containing perc in covered containers with no leaks, draining cartridge filters in closed containers, and keeping machine doors shut when clothing is not being transferred.
 - Operate and maintain all dry cleaning equipment according to manufacturers' instructions.

FACILITY ID NO. _____ (FROM ADDRESS LABEL)



7. The following records must be kept at your plant:

- A log of the results of the leak detection and repair program.
- A log of the amount of perc purchased for the past 12 months, calculated each month.
- The operation and maintenance manuals for all dry cleaning equipment at the plant.

8. If a room enclosure is installed on a transfer machine as stated in Question 4, the following information about the room enclosure must be attached to this report:

- Description of the materials that the room enclosure is constructed of to show that it is impermeable to perchloroethylene;
- Explanation of how the room enclosure is operated to maintain a negative pressure at all time while the transfer machine is operating; and
- Explanation of how the room enclosure exhausts into a carbon adsorber.

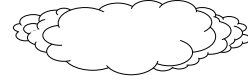
9. Print or type the name and title of the Responsible Official for the dry cleaning plant:

Name: _____ Title: _____

A Responsible Official can be:

- The president, vice president, secretary, or treasurer of the company that owns the dry cleaning plant;
- An owner of the dry cleaning plant;
- The manager of the dry cleaning plant;
- A government official, if the dry cleaning plant is owned by the Federal, State, City, or County government; or
- A ranking military officer, if the dry cleaning plant is located at a military base.

FACILITY ID NO. _____ (FROM ADDRESS LABEL)



A. To find out if control is required:

☐ I reported less than 140 gallons in Question 3 (page 1).

I reported less than 200 gallons in Question 3 (page 1) **AND** reported only transfer machines in Question 4 (page 1).

can STOP HERE. Write NO CONTROL REQUIRED in the shaded box on page 2 for each machine at your plant that was installed before 12/9/91. For those machines

YOU ARE FINISHED WITH THE WORKSHEET. GO TO QUESTION 6 (page 2).

If you did not check a box above, go to Part B below.

Control is required. Fill out Part B for EACH MACHINE at your plant.

Check the appropriate box:

Machine was installed BEFORE 12/9/91.

If you checked this box, your required control is a refrigerated condenser or a carbon CARBON ADSORBER in the shaded box below the machine on page 2.

Control must be installed by 9/22/96.

FACILITY ID NO. _____ (FROM ADDRESS LABEL)



- ☐ Machine was installed ON OR AFTER 9/22/93.

If you checked this box, your required control is a dry-to-dry machine with refrigerated condenser.

Write DRY-TO-DRY MACHINE WITH REFRIGERATED CONDENSER in the shaded box below the machine on page 2. NOTE: NO NEW OR USED TRANSFER MACHINES CAN BE INSTALLED AFTER 9/22/93.

Control must be installed when machine is installed.

- ☐ Machine was installed ON OR AFTER 12/9/91 AND BEFORE 9/22/93.

If you checked this box, your required control is a dry-to-dry machine with refrigerated condenser. Write DRY-TO-DRY MACHINE WITH REFRIGERATED CONDENSER in the shaded box below the machine on page 2.

If the machine you have is NOT a dry-to-dry machine with a refrigerated condenser, the machine must use either a refrigerated condenser or carbon adsorber from 9/22/93 until 9/22/96. After 9/22/96, any carbon adsorbers on dry-to-dry machines must be replaced with a refrigerated condenser. If the machine is a transfer machine with a carbon adsorber or a refrigerated condenser, you may keep this installation until 9/22/96. If you plan to keep a dry-to-dry machine with a carbon adsorber or a transfer machine with either a refrigerated condenser or carbon absorber until 9/22/96, also write this information in the shaded box.

C. To find out if additional control is required:

Check all boxes that apply:

- ☐ I reported 1,800 gallons or less in Question 3 (page 1).
- ☐ I reported 2,100 gallons or less in Question 3 (page 1) **AND** I reported only dry-to-dry machines in Question 4 (page 1).

If you checked either box above, you can STOP HERE. No additional controls are required.

YOU ARE FINISHED WITH THE WORKSHEET. RETURN TO QUESTION 5 (page 2) and write in the dates the controls were or will be installed.

If you did not check a box above, go to Part D below.

FACILITY ID NO. _____ (FROM ADDRESS LABEL)



D. If additional control is required, fill out Part D for EACH machine at your plant:

Check a box below, if it applies:

- ☐ Machine is a dry-to-dry machine that was installed ON or AFTER 12/9/91.

If you checked this box, you are also required to install a supplemental carbon adsorber.

Write SUPPLEMENTAL CARBON ADSORBER in the shaded box below the machine on page 2.

- ☐ Machine is a transfer machine.

If you checked this box, you are also required to install a room enclosure. Write ROOM ENCLOSURE in the shaded box below the machine on page 2.

YOU ARE FINISHED WITH THE WORKSHEET. RETURN TO QUESTION 5 and write in the dates all controls were or will be installed (page 2).

FACILITY ID NO. _____(from address label)



COMPLIANCE REPORT FOR POLLUTION PREVENTION

1. Print or type the following for each separately located dry cleaning plant (facility). The owner of more than one plant must fill out a separate form for each plant.

Owner/Operator: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Plant Address:

Street Address: _____

City: _____ County: _____

State: _____ Zip: _____

Phone Number: _____

2. Write in the total volume of perchloroethylene (perc) purchased for ALL of the machines at the dry cleaning plant over the past 12 months (based on actual purchase receipts):

_____ gallons

3. The following pollution prevention practices must be performed at your plant as of 12/20/93.

- Conduct a weekly leak detection and repair program to inspect all dry cleaning equipment for leaks that are obvious from sight, smell, or touch. NOTE: This program is required only every other week (biweekly) if you reported NO CONTROLS REQUIRED in the INITIAL NOTIFICATION REPORT.
- Repair leaks within 24 hours after they are found, or order repair parts within two working days after detecting a leak that needs repair parts. Install the repair parts by five days after they are received.
- Keep a log of the weekly (or biweekly) results of the leak detection and repair program.
- Follow good housekeeping practices, which include keeping all perc and wastes containing perc in covered containers with no leaks, draining cartridge filters in closed containers, and keeping machine doors shut when clothing is not being transferred.
- Operate and maintain all dry cleaning equipment according to manufacturers' instructions.

4. The following records must be kept at your plant:

- A log of the results of the leak detection and repair program;

FACILITY ID NO. _____(from address label)



- A log of the amount of perc purchased for the past 12 months, calculated each month; and
 - The operation and maintenance manuals for all dry cleaning equipment at the plant.
5. Print or type the name and title of the Responsible Official for the dry cleaning plant:

Name: _____

Title: _____

A Responsible Official can be:

- The president, vice president, secretary, or treasurer of the company that owns the dry cleaning plant;
- An owner of the dry cleaning plant;
- The manager of the dry cleaning plant;
- A government official, if the dry cleaning plant is owned by the Federal, State, City, or County government; or
- A ranking military officer, if the dry cleaning plant is located at a military base.

FACILITY ID NO. _____(from address label)



COMPLIANCE REPORT FOR CONTROL REQUIREMENTS

1. Print or type the following for each separately located dry cleaning plant (facility). The owner of more than one plant must fill out a separate form for each plant.

Owner/Operator: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Plant Address:

Street Address: _____

City: _____ County: _____

State: _____ Zip: _____

Phone Number: _____

2. Write in the total volume of perchloroethylene (perc) purchased for the dry cleaning plant over the past 12 months (based on actual purchase receipts):

_____ gallons

FACILITY ID NO. _____ (from address label)



3. Fill out the table below for each machine at your plant. Use the WORKSHEET on pages 5 and 6 of the INITIAL NOTIFICATION REPORT to determine required controls. A copy of the INITIAL NOTIFICATION REPORT is attached.

	Machine Type (Dry-to-Dry or Transfer)	Date Machine Purchased	Required Control	Date Control Installed
1				
2				
3				
4				
5				
6				
7				

4. If you listed a required control in Question 3 (page 1) for any machine at your plant, you must monitor your control.

To find out what type of monitoring is required, check all boxes that apply:

- ☐ I use a refrigerated condenser on a dry-to-dry machine to meet the required control.

If you checked this box, you are required to perform a weekly monitoring test to show that the temperature on the outlet side of the refrigerated condenser is less than or equal to 45 degrees Fahrenheit.

- ☐ I use a refrigerated condenser on a transfer machine to meet the required control.

If you checked this box, you are required to perform a weekly monitoring test to show that the temperature on the outlet side of the refrigerated condenser on the transfer dryer is less than or equal to 45 degrees Fahrenheit AND that the difference between the inlet and the outlet temperature of the refrigerated condenser on the transfer washer is greater than or equal to 20 degrees Fahrenheit.

- ☐ I use a carbon adsorber on a dry-to-dry or a transfer machine to meet the required control, OR

FACILITY ID NO. _____(from address label)



- ☐ I use a supplemental carbon adsorber on a dry-to-dry machine and the exhaust passes through the carbon adsorber IMMEDIATELY UPON door opening.

If you checked either of the two boxes above, you are required to perform a weekly monitoring test with a colorimetric detector tube to show that the concentration of perc in the exhaust from the carbon adsorber is not over 100 parts per million.

- ☐ I use a supplemental carbon adsorber on a dry-to-dry machine and the exhaust passes through the carbon adsorber BEFORE the machine door is opened.

If you checked this box, you are required to perform a weekly monitoring test with a colorimetric detector tube to show that the concentration of perc inside the dry cleaning machine drum at the end of the drying cycle is not over 300 parts per million.

- ☐ I use a room enclosure on a transfer machine.

If you checked this box, you are required to vent all air from inside the room enclosure through a carbon adsorber. The room enclosure must be constructed of materials impermeable to perc, must be designed and operated to maintain a negative pressure at all times while the transfer machine is operating, and must exhaust to a carbon adsorber.

FACILITY ID NO. _____(from address label)



5. Print or type the name and title of the Responsible Official for the dry cleaning facility:

Name: _____

Title: _____

Examples of Responsible Officials:

- The president, vice president, secretary, or treasurer of the company that owns the dry cleaning facility;
- An owner of the dry cleaning facility;
- The manager of the dry cleaning facility;
- A government official, if the dry cleaning facility is owned by the Federal, State, City, or County government; or
- A ranking military officer, if the dry cleaning facility is located at a military base.